



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-05-051**  
Issue Date: **2/28/05**  
Closing Date: **3/14/05**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

PARALEGAL SPECIALIST  
GS-0950-09  
Full Performance Level GS-11  
More than one position may be filled  
Competitive Service  
NTEU 243 bargaining unit position  
Salary Range (GS-09): \$43,365-\$56,371  
per annum

#### VACANCY LOCATION

U. S. Patent and Trademark Office  
Board of Patent Appeals and Interferences  
Services Branch

#### AREA OF CONSIDERATION

PTO Employees with Status  
Current Federal Employees with Status  
Reinstatement Eligibles  
Non-Status (General Public) Applicants  
DOC Surplus, Displaced Employees in  
local commuting area

**DUTIES:** The position is located in the Board of Patent Appeals and Interferences. The incumbent provides substantive analytical and legal research assistance to members of the Board. Assists attorneys in preparation for hearings by performing extensive and thorough research into legal decisions, opinions, and legislative history in the highly specialized area of patent law, patentability, and priority of invention. Prepares summaries of the factual and evidentiary information; ensures legal citations and quotations are adequate and accurate in terms of relevancy to cases; and prepares decisions for publications. Prepares routine draft Board decisions, opinions, and legal memoranda of factual and evidentiary information. Conducts extensive legal research using automated systems such as Lexis/Nexis, Shepards, the Federal Register, Congressional Record, Chisums, and other regulatory tools.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal service. Such experience may include examining case files to determine issues and sufficiency of evidence or documentation; analyzing their applicability, completeness, and compliance with an extensive body of regulations and procedures; analyzing legal issues involved in requests for agency records; analyzing subpoenaed documents for possible patterns and trends relevant to litigation; conducting legal research; analyzing case law and administrative decisions; ascertaining the applicability of case law; identifying deficiencies in appeal and interference applications requesting additional information and remedial action and identifying timeframes available and fees for correction; maintaining a hard copy and automated transaction history for assigned cases; provided staff, public, applicants, and their representatives with assistance and information on status of appeals, processing procedures, timeframes etc.; initiating additional factfinding by agency personnel in other offices; and assisting in the preparation for hearing and court appearances by briefing attorneys or administrative law judges by preparing documents and assembling and arranging case files and exhibits. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

#### EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of patent laws, legal precedents governing patentability and priority of inventions, and the patent appeal process sufficient to perform recurring case development and resolve issues.
2. Skill in performing legal research using manual and automated tools, methods, and procedures (such as: Lexis/Nexis, Shepards, the Federal Register, Congressional Record, statutes, laws, PALM, rules and regulations).
3. Ability to communicate effectively orally and in writing in order to properly convey legal information both in a formal and informal legal format.
4. Ability to evaluate technical and legal information and to effectively summarize factual data derived from technical or legal sources.

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: N/A

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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### How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

PLEASE REVIEW THE "VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION" PAGE THAT IS ATTACHED TO THIS VACANCY ANNOUNCEMENT FOR FURTHER APPLICATION INSTRUCTIONS AND INFORMATION.

**FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (703) 306-5789 TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

#### **MAILING ADDRESS:**

U. S. Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P. O. Box 1450  
Alexandria, VA 22313-1450

#### **WHERE TO APPLY IN PERSON:**

U. S. Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive, Crystal Park One, Room 707  
Arlington, VA



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.

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13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**